BY ORDER OF THE COMMANDER
70TH INTELLIGENCE SURVEILLANCE
AND RECONNAISSANCE WING

70TH INTELLIGENCE, SURVEILLANCE,
AND RECONNAISSANCE WING
HANDBOOK 32-1002

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Civil Engineering

OPERATIONS MANAGEMENT

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This handbook implements AFPD 32-10, *Installations and Facilities*, AFI 32-1063, *Electric Power Systems*, AFI32-1001, *Operations Management*, and AFI32-1032, *Planning and Programming Appropriated Funded Maintenance*. This handbook contains guidelines and procedures for Civil Engineer Operations Management within the 70th Intelligence, Surveillance and Reconnaissance Wing (70 ISRW). It does not apply to Air National Guard or US Air Force Reserve units and members. Refer recommended changes and questions about this publication to 70 CS/CE, 9801 Love Rd, Room 301B Fort Meade, Maryland 20755-6679, using AF Form 847, *Recommendation for Change of Publication*. Route AF Forms 847 from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/gcss-af61a/afrims/afrims/**. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

Chapter 1

70TH INTELLIGENCE SURVEILLANCE AND RECONNAISSANCE WING CIVIL ENGINEER (70 ISRW/CE)

1.1. Directly supporting all 70 ISRW assigned units with civil engineering requirements, the 70 ISRW Civil Engineer staff is located at Ft Meade, Maryland. The Wing Civil Engineer office is organizationally aligned in the 717 Communications Squadron (717 CS/CE). The Civil Engineer staff is currently comprised of one (5) personnel OIC, Operations SNCO, EM NCO, 2 Dorm Management NCOs. Higher headquarters Civil Engineer guidance and resources are provided from the Headquarters Air Force Intelligence Surveillance and Reconnaissance, specifically the Office of the Civil Engineer (A7C). The 717 CS/CE staff provides comprehensive support through operational oversight, facility assessment and planning program management, and other facility management programs of the 70 ISRW worldwide. Provides guidance to include, working with Civil Engineer operations, maintenance engineering, planning, programming, engineering, construction management, and environmental areas of responsibility. Below is a brief description of the duties and responsibilities within 717 CS/CE.

1.2. Facility Management. Provides Wing-level advocacy for high-priority facility repairs with host installation. Requests assistance from Civil Engineering Maintenance, Inspection and Repair Teams (CEMIRT), the National Security Agency Installation and Logistics (NSA I&L) office, the Air Force Center for Environmental Excellence (AFCEE), the Air Force Civil Engineering Support Agency (AFCESA), and Higher Headquarters (HHQ) Civil Engineer community when necessary. Requests Staff Assistance Visits (SAVs) from Higher Headquarters (HHQ). Conducts SAVs on request at 70 ISRW sites. Provides services as consultant to the wing for the operation, maintenance, and repair of facility and infrastructure systems.

1.3. Engineering Management. Maintains the 70 ISRW Operations and Maintenance (O&M) and Military Construction (MILCON) programs. Provides guidance in acquiring new facilities through the MILCON program as required by the mission. Submits all O&M and MILCON requirements to HHQ. Manages semi-annual ISR funded project calls and maintains 70 ISRW facility project and small project program listings. Provides priority recommendations to 70 ISRW/CC for all project calls based on knowledge provided by the site engineers.

1.4. Funds Management. Collects all Financial Plan (FINPLAN) and Budget Execution Report (BER) for facilities O&M and MILCON submissions. Advocates for funding at Financial Working Group (FWG) and Financial Management Board (FMB) meetings. Request project funds from ISR/A7C for current year projects and tracks funds execution.

Chapter 2

THE AIR INTELLIGENCE AGENCY CIVIL ENGINEER COMMUNITY

2.1. Office of the Civil Engineer (A7C). The ISR Civil Engineer is located at AF ISR, Lackland AFB, Texas. It is subordinate to Plans and Programs (A7).

2.1.1. AF ISR/A7C staff provides professional engineering and financial management expertise in the development of requirements, programming, budgeting, design management, and execution of O&M facility projects and MILCON submittals. Provides engineering service for facility maintenance problems, real property installed equipment, document destruction systems, intrusion and fire alarm systems, TEMPEST and EMP (electromagnetic pulse) concerns, and fire protection. Provides professional engineering services as consultant to the headquarters for the programming, design, and construction phases of special programs and projects.

2.1.1.1. **XPCP Project Support:** The A7CP Project Support branch will be your HQ point of contact for all project related issues. This branch collects all O&M project funding requests, oversees the semi-annual CE workshops, and tracks execution of the fiscal year O&M program.

2.1.1.2. **XPCS Technical Support:** The A7CC Technical Support branch provides technical expertise for electrical and mechanical engineering issues and Uninterruptible Power Supplies (UPS) and is the HQ point of contact for facility management and dormitory management issues.

2.2. In addition to the ISR/A7C staff, there are teams designed to provide HQ level support to field units in various areas including communications, logistics, engineering analysis, design, and execution, and maintenance.

2.2.1. **Infrastructure and Facility Assessment Team (IFAT)** : The IFAT is an AF ISR based team of civil engineer, communication, logistics and other experts. The team travels annually or bi-annually to ISR units worldwide, providing a "snap shot in time" evaluation. The team assesses communications-computer systems, infrastructure and utilities systems, and logistics programs and how well they support the unit's mission. The unit is provided with an assessment report to help prioritize and justify corrective actions with the host or ISR. The team also coordinates real property improvement programs with host base support organizations.

2.2.2. **690th Alteration and Installation Squadron (690 ALIS)** . The 690 ALIS is located on Security Hill at Lackland AFB, Texas and is subordinate to the 690th Information Operations Group (690 IOG). Their mission is to provide engineering and installation (E&I) and Mobile Engineering, Alteration, and Repair to sustain information operations in support of ISR field units worldwide, the National Security Agency (NSA) and other customers. They are responsible for procurement of communications computer systems in support of mission requirements related to intelligence, communications, computer, antenna networks and associated support elements. The 690 ALIS is also home to the Mobile Engineering, Alteration, and Repair (MEAR) team. The MEAR team consists of Civil Engineer technicians who possess TS/SCI clearances and are capable of performing work in classified environments.

Chapter 3

HOST BASE CIVIL ENGINEER SUPPORT

3. 1. The host Base Civil Engineer (BCE)/Directorate of Public (DPW) is responsible for the maintenance and repair of base facilities occupied by 70 ISRW personnel. The host Civil Engineer function may be comprised of military personnel only, civilian/military mix, contractor operated or a combination of any of these. Regardless of the organizational makeup of the operation at your location, units should learn to operate effectively and efficiently within that system. Learning and understanding the host's organizational structure is critical to knowing how to get your requirements to the right people. It is also important that you have a strong relationship with your host BCE/DPW and that you are intimately involved in their prioritization processes. Specific host responsibilities should be spelled out in the host-tenant support agreement, but the following is a brief list of typical host BCE/DPW maintenance and repair responsibilities:

3.1.1. Periodic visits to evaluate total facility-bathrooms, floors, roof, walls, etc.

3.1.1.1. Maintenance of all utility systems; heating, ventilating, air conditioning, electrical, power generating equipment, fuel oil, water, sewer, and others as applicable.

3.1.1.2. Periodic testing and maintenance of emergency backup power systems (generators). (Note: Uninterrupted Power Systems (UPS) are not real property and is the responsibility of the unit to procure, maintain and repair. (Reference AFI 32-1063 and AFI 32-1001)).

3.1.1.3. Security alarms and fire protection systems.

3.1.1.4. Electrical safety and signal grounding systems.

3.1.1.5. Antenna support structures.

3.1.1.6. Perimeter security fence and lighting systems.

3.1.1.7. Classified Destruction Equipment (CDE) only if recorded as real property.

3.1.1.8. General Grounds Maintenance.

3.2. At some installations support personnel are authorized clearances for unescorted entry into SCI facilities. At other locations, escorts must be provided to facilitate day-to-day maintenance. Ensure access is provided to support personnel when required. Where cleared support personnel are authorized; the BCE/DPW is responsible for filling the positions allocated to support the maintenance of 70 ISRW facilities.

3.3. The host installation is responsible for all fire protection and environmental management oversight. That said, there are responsibilities that you should assume as the site engineer and facility manager for your site. These include fire extinguisher inspections, fire drills, fire evacuation routes, ESOH inspection preparation and HAZMAT monitoring. Maintain a strong relationship with the host fire department and environmental office to ensure you are meeting their requirements.

3.4. The Civil Engineer Officer-in-Charge (OIC) should periodically review the support agreement (also known as host-tenant support agreement (HTSA) or intra/inter-service support agreements (ISSA)). Initiate changes to the agreement as appropriate, and retain a copy on file. Document any problems with host BCE/DPW support. Applicable CDE and security alarm systems should be included in the agreement. AF ISR/A7CP performs a review of agreements at command level. Keep them advised, through 717 CS/CE, of problems encountered so that they can resolve problems before the agreements are finalized**.**

Chapter 4

FACILITY/SYSTEMS MAINTENANCE & UPKEEP

4.1. As the unit liaison with the host BCE/DPW, the OIC has the overall responsibility to ensure that facility maintenance is performed in an effective and timely manner. All written work requests must be forwarded to the OIC for review prior to submittal to the BCE/DPW. It is imperative that the OIC has some way of tracking and managing all work requests

4.2. Facility Management. Each facility utilized by 70 ISRW should have a primary and alternate real property facility manager (RPFM) assigned. The BCE/DPW is required to provide facility manager training, but the RPFM should conduct any specialized training necessitated by local mission or equipment. The facility managers are responsible for the duties outlined in the base policy for facility managers and any special 70 ISRW requirements. Due to the different situations at each site, the facility manager program will be run differently. It is the site engineer's responsibility to create a facility manager program that works for them.

4.3. Requesting Work: The host BCE/DPW policy on submittal of written work requests can be obtained from their customer service unit. Since the OIC is the unit liaison with the host BCE/DPW, he or she will review all BCE/DPW work requests prior to submittal. Routing maintenance and repair requests normally require coordination through the Base Safety Office, the Fire Department and the local Environmental Office. At the unit level, always coordinate with the local fire protection, safety, security forces, and TEMPEST representative. If the request proposes changes to the special compartmented information facility (SCIF) that would affect the accreditation criteria, consult the local SCIF accreditation authority before submitting the work request.

4.4. Recurring Work Program (RWP): Monitoring of the Recurring Work Program (RWP) is an area of particular concern because of the impact of equipment (Heating, Ventilation, and Air Conditioning, generator, and power supply*)* breakdowns on the 70 ISRW mission. The OIC can obtain a listing of all equipment that is in the RWP from the host BCE/DPW RWP scheduler. Check to see if the listing includes all equipment that should be in the RWP. Make sure critical equipment is identified as such. If you feel that a particular item of equipment should be on the list, contact the RWP scheduler to have it placed in the RWP. To determine if scheduled maintenance is being accomplished, provide a list of items on the schedule to the appropriate facility manager and have them advise you when maintenance is performed. If maintenance on a critical item is not being accomplished, you should discuss it with the BCE/DPW CSU or Zonal Maintenance Shop.

4.5. Equipment Accounting Classification: Equipment accounting is very important because it will delineate lines of maintenance, repair, and replacement responsibilities. Real Property Installed Equipment (RPIE) is government-owned or leased accessory equipment, apparatus and fixtures that are permanently attached to, integrated into, or on government-owned or leased property. The BCE/DPW real property office should account for all RPIE items and the BCE/DPW is responsible for maintenance and repair of RPIE items. On the other hand, Real Property Similar Equipment (RPSE) is non-RPIE structures and equipment deployed or permanently assigned to an installation as facility substitutes that support a major command mission. RPSE is not considered real property, as accountability is strictly in the control of the

user. For example, the uninterruptible power system (UPS) is considered RPSE. Civil Engineering support for RPSE should be provided according to a memorandum of understanding with the owning organization, reimbursable expense, and subject to man-hour availability. Equipment is also accounted for under the Equipment Authorization Inventory Data (EAID). EAID items are non-replaceable equipment that the Air Force authorizes and is accounted for by base supply

4.6. Work Status: Maintaining status of work requests submitted for other than minor maintenance and repair is an important function performed by the OIC. Keeping your commander and other key personnel in your organization informed on facilities issues is normally a top priority. We recommend you utilize a locally devised control log to track work requests. A using organization listing of work orders is available from the BCE/DPW CSU, and project status can be obtained from the BCE/DPW Engineering section. A visit to job sites and contacts with facility managers and civil engineer personnel are the best ways to obtain status of ongoing work.

4.7. Other Methods to Accomplish Work: Although the host BCE/DPW is responsible for maintenance and repair of base facilities occupied by 70 ISRW personnel, the 690 ALIS/MEAR teams are other avenues to satisfy your facility construction and renovation requirements. The scope of work and sensitivity of the area drive the need for MEAR team support. They can perform maintenance, repair, and minor construction for you. They can also perform preventive maintenance and repair of utility systems to improve reliability and emergency restoration of critical utility systems. Remember that the primary responsibility for facilities work belongs with the host BCE/DPW, and MEAR Team work must be approved by the host BCE/DPW just as any other work. Contact the 717 CS/CE for procedures on requesting 690 ALIS/MEAR team support. Do not overlook other resources like the Air Force Civil Engineering Support Agency, Corps of Engineers, Naval Facilities Command (NAVFAC), guard and reserve units, Red Horse, and SeaBee units.

Chapter 5

PROJECT DEVELOPMENT AND EXECUTION

5.1. Project development and execution is one of the primary areas of responsibility for the OIC. It is important that you understand not only the AF ISR project development, funding, and execution system but also that of the host BCE/DPW. This will allow you to create and execute a successful facility project program.

5.1.1. Identification and Development of Requirements. This first step begins with the facility users, the facility manager and Civil Engineer Operations Manager (OM). It is important that the OM discuss the requirements in detail with the requestor. From this discussion, develop a semi-detailed statement of work (SOW) and an initial cost estimate. Do your research and give the project some serious thought. There is nothing worse than completing a project and finding out that the root of the problem was not corrected. Consider long-range implications of the project and how it ties into known or expected future mission changes. Make sure the host BCE/DPW is aware of the requirement once you have the SOW completed and that all their required paperwork is completed.

5.2. Prioritizing of Requirements. At some point, the OIC should have a discussion with the group commander or deputy regarding project priorities. All project lists sent to 717 CS/CE must be prioritized at the group level. There are several things to consider when assigning priorities to facility projects.

5.2.1. **Facility Investment Metric (FIM) Program** . ISR/A7C uses a modified FIM rating system for prioritizing projects. Since ISR units do not own any real property, the Mission Area aspect of the FIM is not used. However, the impact ratings are and should be assigned to each project per AFI 32-1032, *Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects.* These impact ratings consider mission impact and workarounds, fire safety deficiency codes (FSDCs) and risk assessment codes (RACs).

5.2.2. **Local Long-Range Plans** . Ideally, most facility projects will be part of a larger plan for each site. Priorities should be assigned to projects based on when the plan dictates that they be done. In some cases, the host installation may have their own long-range plans that involve your facilities. Make sure you are involved in any planning activities that may affect your site.

5.2.3. **Project Justification** . Always consider the FIM definitions when completing project justification. Also include references to locally developed initiatives, quality of life, special command requests, etc. Keep justifications as short and to the point as possible. Example: "Critical mission environmental control systems have failed; constant overheating creates frequent mission interruptions. Workarounds enabling operations entail potential security violations/safety hazards.

5.3. Planning and Programming Requirements. In this process the total scope and detailed planning of the project is further developed. At this time, the program year for design and project accomplishment as well as the method of execution is established. During this process the funding source for project execution is determined. Host-funded projects are accomplished through the OIC and host BCE/DPW, whereas, unit-funded projects are accomplished through

the OIC and 717 CS/CE, and AF ISR-funded projects are accomplished by the Engineering Manager, Group designated Engineering Manager (EM), 717 CS/CE, and AF ISR/A7C.

5.4. Advocating For Resources. Each site will have different procedures for advocating for host funding. Make sure you are familiar with this process and encourage your leadership to take an active role. To request funds from AF ISR, your prioritized projects must first be submitted to 717 CS/CE for prioritization at the wing level. Calls for project submissions will be initiated twice a year in preparation for the semi-annual AF ISR Civil Engineering Workshop. These calls will come in the October-November and the March-April timeframes. In order to accurately prioritize these projects, you will need to provide the following documents with your submission.

5.4.1. **Project Data Sheet (PDS)** . 717 CS/CE requires submittal of a PDS for all projects considered for ISR funding. A sample PDS is included at Attachment 5. PDSs must provide a clear description of the work, a solid justification, and defensible mission impact. The PDS will constitute your voice at wing-level prioritization meetings, so include sufficient detail to address any questions that you think may arise. Address host base involvement and why the project should be AF ISR's bill to pay. Address alternatives that you've considered (if any) and why this alternative was chosen.

5.4.2. **Presentation Slide** . To aid in presenting project information to the Wing Commander and AF ISR, prepare a presentation slide for each project. These slides will include the estimated project cost, a short description of the project, project status and a brief justification. Photographs of the project site or visual justification for the project are highly encouraged.

5.4.3. **Prioritization Letter** . A memorandum listing your projects in priority order and signed by your Group or Site Commander must accompany each submission. This will allow 717 CS/CE to accurately communicate each Group's priorities to the Wing Commander for consideration during wing prioritization.

5.4.4. **Semi-annual AF ISR Civil Engineering Workshop** . Twice a year, once in January and again in June, HQ ISR calls all Civil Engineering representatives from its subordinate units together to rack-and-stack projects for ISR funding. During the January workshop, each organization presents their facility program for the next two fiscal years. For example, in January 2009, workshop attendees will be discussing projects for FY10 and FY11. In June, the project list developed in January will be finalized. AF ISR/A7C will also request a status update of the current fiscal year projects and will identify projects that are candidates for end of year fallout execution. In general, there are two sources of funding available for AF ISR projects.

5.4.4.1. **Budget Activity Code (BAC) 1** . These funds are provided by the Air Force and are used to fund projects supporting the Air Force mission.

5.4.4.2. **Budget Activity Code (BAC) 4** . Also known as the Consolidated Cryptologic Program (CCP), these funds are provided by the NSA and are used for projects that directly support the mission of the NSA.

5.4.5. **Funding requests** . When a project is ready for funding, send a project funding request to 717 CS/CE via email. The format for these requests is included at Attachment 6. 717 CS/CE will verify that the project is on the approved project list and will forward the

request to AF ISR/A7C. When AF ISR/A7C receives the request, they will verify that the project is on the approved project list and will coordinate with AF ISR to release the funds to 70 ISRW/FM. This process is the same for both initial funding requests and request for additional money in the same fiscal year. If you need prior year money for a project, you will need to work with your FM folks to submit an upward obligation request.

5.4.6. **Project Execution** . Upon receipt of funds, you will need to act quickly to execute the project. AF ISR/A7C's goal for 100% program execution is 20 Jun of each year, giving the units approximately 3-4 months to fully execute their programs. Any project not executed by 20 Jun could have funding pulled.

5.4.7. **Tracking Execution** . Once the project has been awarded, actively track its execution. Work closely with your executing authority and inspectors to make sure the project meets your needs and intent. Provide regular updates to 717 CS/CE on project status and notify them immediately of any problems that may delay project completion or result in requests for additional funds.

Chapter 6

CRITICAL/SPECIALIZED SYSTEMS

6.1. The 70 ISRW mission requires the command to operate certain specialized equipment items. In this chapter, we will discuss these requirements.

6.1.1. Because 70 ISRW generates a large amount of classified paper documents, we must have an approved way to dispose of this classified material. 70 ISRW units operate many different types of classified destruction equipment (CDE). These include the DDS-18, incinerators, Security Engineered Machinery (SEM), and shredders. Some CDEs, are real property installed equipment (RPIE) and some are equipment authorization inventory data (EAID) equipment. HQ AF ISR/A7CC is the point of contact for operation of all CDEs. The EM is responsible for the operation, maintenance, and operator training of CDEs assigned to the unit. The host BCE/DPW is responsible for performing maintenance on RPIE units and maintains bench stock and special level spare parts. Maintenance on EAID CDE is performed by service contract. The support agreement should address host responsibilities for installed equipment.

6.2. Although electrical and air conditioning systems are not normally thought of as specialized equipment, they are critical to the operation of 70 ISRW's sensitive mission equipment. Almost all utilities systems, which support 70 ISRW mission facilities, are RPIE and the responsibility for maintenance and repair belongs to the BCE/DPW. The applicable AFIs provide more detailed guidance in maintaining utility systems and outage reporting.

6.3. Because of the nature of the 70 ISRW mission, security alarm systems are essential. Two different security alarm systems currently exist within 70 ISRW: interior and exterior systems. Alarm systems are RPIE and maintenance/repair responsibilities belong to the BCE/DPW. Their respective responsibilities should be included in the local SA. EM involvement in repair actions and outage reporting on these systems is essential.

6.4. Uninterruptible Power System (UPS): UPS is a power conditioning or power-enhancing device. It is a system designed to automatically provide power, without delay, during any period when the normal power supply is incapable of performing acceptably. It provides quality and continuity of an AC power source. UPS is considered RPSE or EAID. Civil engineering support for RPSE or EAID is provided according to a memorandum of understanding with the using organization. Your local Logistics Flight supply office will be able to assist with the acquisition and maintenance (by contract) of the UPS. Additional guidance on acquisition and maintenance can be obtained on UPS, generators, and other power conditioning and continuation interfacing equipment (PCCIE) by contacting the PCCIE Program Manager at Ogden Air Logistics Center (OO-ALC/LIPC), Hill AFB, UT.

Chapter 7

SUMMARY

7.1. It is impossible to cover all situations for all locations in this handbook. The OIC must learn to operate effectively and efficiently within the local systems. Your ability to perform this demanding job will have a direct bearing on the unit's ability to perform its mission. The unit's mission equipment is only as reliable as the facilities that protect it and utilities that power and environmentally control it. Likewise, people's morale and ability to perform day-to-day duties are also directly affected by facilities conditions. The information given in this handbook is intended to help ensure that an effective and successful Engineering Management Program is in place at our units worldwide. We wish you the best of luck and a successful tour with the 70th Intelligence Surveillance and Reconnaissance Wing!

JOHN D. STAUFFER, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 32-10, *Installations and Facilities,* 27 Mar 1995

AFH 32-1084, *Facility Requirements*, 1 Sep 1996

AFPAM 32-1098, *Base Civil Engineer Self-help Guide*, 1 Apr 1996

AFI 32-1001, *Operations Management*, 1 Sep 2005

AFI 32-1021, *Planning and Programming of Facility Construction Projects*, 24 Jan 2003

AFI 32-1023, *Design and Construction Standards and Execution of Facility Construction Projects*, 19 Jul 1994

AFI 32-1024, *Standard Facility Requirement*, 31 May 1994

AFI 32-1032, *Planning and Programming Real Property Maintenance Projects using Appropriated Funds*, 15 Oct 2003

AFI 32-1062, *Electrical Power Plants and Generators*, 1 Jun 2005

AFI 32-1063, *Electrical Power Systems*, 10 Jun 2005

AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*, 9 Sep 2008

AFI 32-7061, *The Environmental Impact Analysis Process*, 12 Mar 2003

AFI 32-7086, *Hazardous Material Management*, 1 Nov 2004

AFI 32-9005, *Real Property Accountability and Reporting*, 1 Nov 2004

AFH 32-9007, *Managing Air Force Real Property*, 01 May 1999

DCID – 6/9, Physical Security Standards for Sensitive Compartmented Information Facilities (SCIF)

PCCIE HNBK, Power Conditioning and Continuation Interfacing Equipment Material Group Handbook

Local Supplements to above Instructions

Local 11-4, Host Tenant Support Agreement

Local Facilities Board Regulation

Local Real Property Custodian Regulation

Local Self-help and Base U-Fix-It Store Regulations

Abbreviations and Acronyms

BCE— Base Civil Engineer

BOD— Bid Opening Date

CDE— Classified Destruction Equipment

EAID— Equipment Authorization Inventory Data

EM— Engineering Manager

FAPP— Facility Assessment and Planning Program

FIM— Facility Investment Metric

FUB— Facility Utilization Board

FUWG— Facility Utilization Working Group

GEM— Group Engineering Manager

HVAC— Heating, Ventilation, and Air Conditioning

IFAT— Infrastructure Facility Assessment Team

MEAR— Mobile Engineering Alteration and Repair

M&R— Maintenance & Repair

MC— Minor Construction

MILCON— Military Construction Program

OIC— Officer-in-Charge

O&M— Operations & Maintenance

PCCIE— Power Conditioning and Continuation Interfacing Equipment

RPIE— Real Property Installed Equipment

RPSE— Real Property Similar Equipment

SA— Support Agreement

SCIF— Sensitive Compartmented Information Facility

SEM— Security Engineered Machinery

UPS— Uninterruptible Power Supply

Attachment 2

FEEDBACK, SUGGESTIONS, COMMENTS

Feedback/Suggestions/Comments. Any information that is not included but which you feel should be included in this guide can be forwarded to 717 CS/CE. We are not perfect and sometimes make mistakes. But, we want you to help us do our job better. Please take a few minutes and call, e-mail, fax, or mail us any comments on how to improve our service to you.

717 CS/CE

9801, Love Road, Room 306B

Ft Meade, Maryland 20755

DSN 622-0831

COMM (301) 677-0831

DSN FAX 622-0741

COMM FAX (301) 677-0741

We also value your comments when you think we have done a good job too. All feedback is appreciated.

Attachment 3

INFORMATION MANAGEMENT TOOLS/FORMS

AF IMT 332	Base Civil Engineer Work Request
AF IMT 813	Request for Environmental Impact Analysis
DD Form 1391	Military Construction Project Data
DA Form 4283	Facilities Engineering Work Request

Attachment 4

UNIT FACILITY MANAGEMENT PLAN

Figure A4.1. Sample Unit Facility Management.

--- SAMPLE ---

UNIT FACILITY MANAGEMENT PLAN

(5-YEAR PLAN)

1ST INTELLIGENCE SQUADRON

FT MEADE AIR FORCE BASE

MARYLAND

OCTOBER 2000

DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 1st INTELLIGENCE SQUADRON (ISR)

9827 LOVE RD

FT MEADE MARYLAND 20755

MEMORANDUM FOR UNIT REAL PROPERTY MANAGEMENT

FROM: UNIT/CC

SUBECT: Unit Facility Management Plan

The 1st Intelligence Squadron at Ft Meade Air Force Base, Maryland, is committed to effectively managing its assigned real property. The unit real property is critical in supporting the unit missions along with providing a safe and professional working environment. The management strategy presented within this plan will enable us to increase infrastructure reliability and our ability to successfully complete Air Force and Department of Defense missions. The strategy includes identifying requirements, prioritizing the needs establishing a program avenue, and devising strategy of accomplishment. The attached plan presents our real property or facility management plan.

UNIT A. COMMANDER, Lt Col, USAF

Commander

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Comprehensive 5-Year Planning. *Planning is the act of identification of facility work to satisfy current and future missions' requirements. Comprehensive planning gives decision-makers vital development information. It must utilize a systematic approach in which unit personnel, the civil engineer community, and others identify where the unit needs to be in the future, evaluate various ways of getting there, and implement the plans to make it happen. Programming, the process of acquiring both the authority and resources necessary to accomplish the planned work, links the Unit Facility Management 5-Year Plan to reality. Only through effective programming do we see the ideas represented in the plan turned into actual completed projects. After facility requirements are identified, they will be validated, prioritized and approved by the proper authority prior to funding.*

1. SITE PLAN:

[Site plan or base map should highlight what facilities the unit is responsible for and where they are located.]

2. GENERAL DESCRIPTION OF THE FACILITY/REAL PROPERTY:

2.1. Facility/Real Property Statistics (Assigned To Unit).

Building Number/Category Code/Title/Total Square Feet/Assigned Square Feet:

B9805/610-249/HQ WING/22,000 SF/22,000 SF
B9801/141-456/ISR OPS /22,000 SF/19,600 SF
44,000 SF/41,600 SF

Plant Replacement Value: $5.6 M

Work Force: 200 Military
200 Civilian
0 Contractors

2.2. General Facility Description. Constructed in 1997 and 1998, the buildings 9805 and 9801 infrastructure is essentially new and in good working order. The 1st IS facilities consist of two structures along with an open courtyard between. Building 9805 houses the command section and resource staffs while building 9801 houses primarily support functions.

Building 9805 is a two-story 22,000 square foot SCI facility. A typical 4,160-120/208V 100KVA-service transformer, underground secondary service conductors provides electrical service, and switchgear located in mechanical room. The HVAC system consists of one (1) air-cooled condenser chiller or "package" unit and two (2) central air handling units (one on each floor). The roof is the original low slope polyurethane membrane system.

Building 9801 is a two-story 22,000 square foot facility; 11,000 square foot is SCIF. Electrical service is provided by a typical 4,160-120/208V 100KVA service transformer, underground secondary service conductors, and switchgear located in mechanical room. The HVAC system consists of one (1) air-cooled condenser chiller or "package" unit and two (2) central air handling units (one on each floor). The roof is the original low slope polyurethane membrane system.

2.3. Facility Floor Plans.

Facility floor plans are located in the unit files.

[The general descriptions should provide minimum detail for decision-makers and implementers to understand where the facilities are and where they need to be.]

3. FACILITY MANAGEMENT GOALS AND OBJECTIVES:

3.1. Overall Assessment.

Overall, the 1st Intelligence Squadron (ISR) has considerable mission equipment and systems on the operational floor resulting in compressed space use and high noise levels due to equipment and number of personnel. Additionally, approximately 30 authorized billets have been added to the unit UMD and over 40 operational equipment systems are due in requiring space for personnel, equipment, and storage. The major problem is available space with all ISR operations currently located in two buildings.

3.2. Facility Management Goals.

(1) Noise Management. Obtain the necessary expertise and resources to determine the most effective management of noise, identify noise deficiencies, and execute solutions to resolve noise problems.

(2) Space Management. Obtain the necessary expertise and resources to determine the most efficient use of available space, identify space deficiencies, and execute solutions to resolve space problems.

3.3. Facility Management Initiatives.

(1-A) Noise Reduction. Employing the host safety office to conduct noise levels survey and develop a comprehensive noise reduction plan.

(2-A) Space Use Study. Employing the Air Force Design Assistance Program conducted by the Air Force Center of Environmental Excellence (AFCEE) to develop a comprehensive space utilization study, detailed area relocation recommendations, and conceptual renovation designs to consolidate functions, redistribute space, and improve quality of life. Efficient space use and professional setting directly impacts both quality of life and mission accomplishment.

(2-B) Basement Development. There is additional space in the basement, but due to a problem with water infiltration during rain, developed use of this area is limited. Upgrades to the basement would help with the squadron's storage problem.

(2-C) MILCON. The portion of the space requirements that can not be met with available space is to be submitted for consideration as a project to be funded by the Military Construction (MILCON) program.

4. FACILITY CONDITION ASSESSMENTS AND RECOMMENDATIONS:

(1) SUBJ: FY 00 Infrastructures and Facility Assessment Team (IFAT) Report, 1st IS, FT MEADE AFB, MD, 28 Feb –1 Apr 00.

Summary: Roof damaged by recent storm and needs significant repairs/replacement. Entry doorframes misalign due to excessive weight of SCI door. The exterior of the facility requires protective coating to ensure structural integrity. Electrical systems are generally in good condition, but mission operations area lacks back-up electrical power support. Maintenance area requires additional electrical outlets to safely replace existing extension cords. Organization requires additional space to met AF standards and future space requirement may require a unit new facility. Due to close quarters between personnel and equipment, ambient noise levels are a concern. Environmental control systems are adequate, however building 9805 is hampered by an inadequate control system. Restrooms throughout the facilities are in sub standard condition. Overall, the real property systems support the mission of the 1st IS satisfactorily.

For further information reference the complete report located in the unit files.

(2) SUBJ: FY 01 Redundant Power Development Staff Assistance Visit Report, 1st IS, FT MEADE AFB, MD, 1 - 10 Jun 00.

Summary: To support the mission operations area with required back-up electrical power, it was determined to be most cost effective to supply the facility with generator power. Project documentation was developed and initiated with the host BCE/DPW staff.

For further information reference the complete report located in the unit files.

[Facility condition and recommendation sources, to include recent ISR Infrastructure and Facility Assessment Team (IFAT) reports, are to be included or cross-referenced.]

5. UNIT FACILITY PROJECT LIST (FUNDING PLAN):

Overall Priority of Facility Requirements:

FY	PRI	FUND SOURCE	FUND TYPE	TITLE	EST COST	STATUS	DESC
01	1	HOST	O&M	RPR ROOF	200.0	UNFND	*
01	2	HOST	W/O	RPR DOORS	2.3	ONGOING	*
01	3	ISR	O&M	INST B/U GENERATOR	90.0	FUNDED	*
01	4	ISR (70)	SM PRJ	DESIGN ASSISTANCE	5.0	FY01 UFN	*
01	5	ISR	O&M	CNS FAC ADDITION	300.0	FY01 UNF	*
05	6	ISR	MILCON	CNS OPS FACILITY	5000.0	FY05 UNF	*
01	7	HOST	W/O	RPR HVAC CONTROLS	TBD	APRV 332	*
02	8	HOST	W/O	PAINT EXT	TBD	BASE PLAN	*
02	9	ISR (70)	O&M	INST POWER OUTLETS	3.3	FY02 UNF	*
03	10	HOST	O&M	RPR RESTROOMS	TBD	WORKING	*

Listing of Facility Projects Currently Funded and in Execution:

FY	PRI	FUND SOURCE	FUND TYPE	TITLE	EST COST	STATUS	DESC
01	2	HOST	W/O	RPR DOORS	2.3	ONGOING	*
01	3	ISR	O&M	INST B/U GENERATOR	90.0	FUNDED	*

Priority of Facility Projects Being Considered for Host Funding:

FY	PRI	FUND SOURCE	FUND TYPE	TITLE	EST COST	STATUS	DESC
01	1	HOST	O&M	RPR ROOF	200.0	UNFND	*
01	7	HOST	W/O	RPR HVAC CONTROLS	TBD	APRV 332	*
02	8	HOST	W/O	PAINT EXT	TBD	BASE PLAN	*
03	10	HOST	O&M	RPR RESTROOMS	TBD	WORKING	*

Priority of Facility Projects Being Considered for ISR Funding:

FY	PRI	FUND SOURCE	FUND TYPE	TITLE	EST COST	STATUS	DESC
01	4	ISR (70)	SM PRJ	DESIGN ASSISTANCE	5.0	FY01 UFN	*
01	5	ISR	O&M	CNS FAC ADDITION	300.0	FY01 UNF	*
05	6	ISR	MILCON	CNS OPS FACILITY	5000.0	FY05 UNF	*
02	9	ISR (70)	O&M	INST POWER OUTLETS	3.3	FY02 UNF	*

Attachment 5

SAMPLE AF 332

BASE CIVIL ENGINEER WORK REQUEST
(See Reverse for Instructions)

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average .3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project 0704-0188, Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to HQ AFESC/DEMG.

SECTION I - TO BE COMPLETED BY REQUESTER

1. FROM *(Organization)*	2. OFFICE SYMBOL	3. DATE OF REQUEST	4. WORK REQUEST NO. *(For BCE Use)*

5. NAME AND PHONE NO. OF REQUESTER	6. REQUIRED COMPLETION DATE	7. BUILDING, FACILITY OR STREET ADDRESS WHERE WORK IS TO BE ACCOMPLISHED

8. DESCRIPTION OF WORK TO BE ACCOMPLISHED *(Include Sketch or Plan, when appropriate)*

9. BRIEF JUSTIFICATION FOR WORK TO BE ACCOMPLISHED *(Not required for maintenance and repair)*

10. DONATED RESOURCES

	FUNDS		LABOR		MATERIAL		CONTRACT BY REQUESTER		NONE

11. NAME OF REQUESTER	12. GRADE OF REQUESTER	13. SIGNATURE OF REQUESTER *(See Reverse of Form)*

14. COORDINATION

SECTION II - FOR BASE CIVIL ENGINEER USE

15. WORK ORDER *(Place an "X" in the appropriate box.)*

	IN-SERVICE		SELF-HELP		CONTRACT		SABER

16. DIRECT SCHEDULED WORK *(Place an "X" in the appropriate box.)*

	EMERGENCY		URGENT		ROUTINE		SELF-HELP		M/C

17. SELF-HELP *(Place an "X" in the appropriate box.)*

	BRIEFING REQUIRED		ADEQUATE COORDINATION		INSPECTION REQUIRED

SECTION III - COMPLETE ONLY IF WORK IS TO BE ACCOMPLISHED BY WORK ORDER

18. WORK CLASS	19. PRIORITY	20. ESTIMATED HOURS	21. ESTIMATED FUNDED COST	22. ESTIMATED TOTAL COST

	23. THERE IS NO NEED FOR AN ENVIRONMENTAL ASSESSMENT (AFR 19-2)		24. A WRITTEN ASSESSMENT IS BEING/HAS BEEN PROCESSED		25. APPROVED		26. DISAPPROVED

27. REMARKS

SECTION IV - APPROVING AUTHORITY

28. NAME AND GRADE *(Please Type or Print)*	29. SIGNATURE	30. DATE

AF IMT 332, 19910101, V4 PREVIOUS EDITION IS OBSOLETE. MASTER FILE COPY

Instructions

1. Complete form AF 332 in its entirety. If a field does not apply, indicate so by inserting N/A in the applicable field.

2. Mission Impact codes will be assigned using AFI 32-1032.

3. Include a detailed description of the project. Discuss scope, impact on operations, coordination with other organizations, other options considered (if any), etc.

4. Justification should focus on primary benefits associated with the project. Include reference to any reports (IFAT, UCI, OHESS, etc.) that add strength to the justification. Justify your mission impact rating and why the project is ISR's responsibility to fund

5. Identify the primary POC for the project. Include name, unclass phone, and low-side email.

Attachment 6

FUNDING REQUEST

The [Insert your unit] requests funding for the following requirement:

Requirement Title: [Insert requirement title]

Date of Request: [Date]

Amount of Request: [Total amount of request]

Direct Scheduled Work:

Element of Expense Investment Code (EEIC):

Program Element Code (PEC):

Method of Execution: [Contract, In-house, MEAR, etc.]

Last Date to Execute Funds:

Unit: [Insert unit]

Location: [Insert location of work]

Unit POC: [Rank, Name, Office symbol]
[DSN Phone number], [low-side email address]

Unit Financial POC: [Rank, Name, Office symbol]
[DSN Phone number], [low-side email address]

Wing POC: Capt Oscar Portillo, 70 CS/CE
DSN 622-0447, oscar.portillo@ft-meade.af.mil

Wing Financial POC: Mr. Robert Sessions Jr., 70 ISR W/FM
DSN: 622-0663, robert.sessions@ft-meade.af.mil